***How to get your license in 20 (or so) easy steps…***

This is a basic outline of when and how to apply for Step 3, a license, and a DEA number. Please read it all the way through to get an idea of all of the steps. It can be trying, but chip away at it a little bit at a time and you will have your license shortly after starting your second year. This may not be all inclusive, so be sure to ask those of us who have gone through it if you have any more questions!

FALL OF INTERN YEAR - Step 3

-Start to think about when to take step 3.  This needs to be done during a vacation block in the winter/spring sometime.  The test is only two days, so you can still take vacation that block if you want.

APPLY for Step 3

-You have to apply 3 months before you want to take it, and it will cost ~ $815.  You can get reimbursed once you have your passing score, so keep your receipt! This reimbursement comes out of your CME money.

<https://s1.fsmb.org/ESOL/>

---application website  
(fyi, CA is under "medical board of california" so it's easy to gloss by in the drop down list)

<http://www.fsmb.org/usmle_forms.html>

---ID form that needs to be notarized

You will need to get your passport photo notarized –The Residency office will have photos for you to use.  JoAnn in the residency office is a notary.  Make sure to bring a valid driver's license or passport. When all this is done, your certificate will get released and you can schedule the test.

Test Info

The test takes 2 days (for MD, one day for DO).

Day one is all day 8am-4pm or so.

Day two is 4 blocks of regular 45min testing blocks and then the weird cases.  Be sure to do the practice cases that you can download online.  They are not hard, just a little strange.

WINTER/SPRING OF INTERN YEAR (or even earlier) - License

-Apply for your license!  Taking step 3 IS NOT a pre-requisite to starting this process, and it has multiple steps (including getting forms from your medical school – which can take some time).  You don't even need to have all the components to start the application.  The last thing the application needs is a letter signed by Dr. Moeller stating you have successfully completed your first year, and that should be the rate limiting step (these are the L3/L4 forms and Tami takes care of them automatically; they are submitted to the Board the first week in July).  Fill out as much as you can and send it in, and get your medical school to send everything in so that as soon as intern year is over your application will be complete. So when you're bored in the fall/winter one day and have extra cash to shell out, start the application! Again, you must have proof of your license before you get reimbursed, so SAVE all receipts.  The total price will add up to about $905. \*\* You are in a training program so you qualify for the cheaper fees – read carefully! \*\* (License fees are reimbursed by the County, not your CME money)

To apply for your license (multiple part process):  
1. Fill out this form--it's 21 pages, but most of it are the instructions.  If something isn't obvious, just read the instructions- annoying, but that is why they are there.

<http://www.mbc.ca.gov/applicant/application_us-canada.pdf>

Also, the FAQs are very helpful:

<http://www.mbc.ca.gov/applicant/physician.html>

1a. For DO applicants: not the same Board as MD applicants!

<http://www.ombc.ca.gov/licensees/>

2.  You can submit the other part of your application online here:  
<http://www.dca.ca.gov/proflic/medicalbd.shtml>

-- -click professional licensing login on the left

3.  There is more stuff that needs to be notarized (more passport photos) and dropped off to the residency office for Dr. Moeller to sign.  Notary info as above and the office knows what to do with your form. Tami will FEDEX all licensing forms so we can track when they are received.

4.  You will also need to get your USMLE transcripts.  It is easiest to do this online and send them electronically from this website and will cost about $50.  
<http://www.fsmb.org/transcripts.html>

5.  You will need to have a form sent from your medical school saying that you graduated in good standing.  Fill out the top portion and call your med school office of student affairs/registrar to find out where they want you to fax it. They will know what you’re talking about since every state has a similar form and all graduates do this every year.  
6.  You will also need a copy of your transcripts from your medical school sent directly to the state.  
7.  You will need a certified copy of your diploma sent from your medical school directly to the state--usually the bursar or registrar handles this.

8.  Finally you'll need to get fingerprinted.  You can print 3 Livescan forms form the Medical Board website. Fingerprinting is not reimbursable.

Two Options:

Sheriff's Central Identification Services  
Live Scan Unit  
2530 Arnold Drive,   
Suite 170  
Martinez, CA  94553  
Ph: (925) 957-7100  
**Hours**  
8:00 am - 5:00 pm  
Monday - Friday  
(By Appointment Only)  
WALNUT CREEK - UY1  
Live Scan Services  
1485 Treat Blvd, Suite 101  
Walnut Creek, CA 94597  
[(925) 948-5254](tel:%28925%29%20948-5254)  
[vk@loansettler.com](mailto:vk@loansettler.com)  M-F (9:30am-5:30pm)

You can also go to this website to find other places that might be  
closer to you.  
<http://ag.ca.gov/fingerprints/publications/contact.htm#contracosta>

9.  Once you've submitted your application, you can go to this website to check the status:  
<https://www2.mbc.ca.gov/WAAS/>

The first letter you get from the state confirming that they got your application will have an ATS number on it that will allow you to login and check on the status.

AFTER YOU GET YOUR LICENSE

Apply for a DEA (for prescribing)   
<http://www.deadiversion.usdoj.gov/drugreg/reg_apps/onlineforms_new.htm>.  
*DEA IS FREE*.  You are exempt because you are a government employee. The form—with the commas—is slightly confusing, but the continuously updating help on the left actually helps!

Personal information (Page 2):

\*\* **Please use the following information to waive the fee-exempt status\*\***

1) Tax ID: 946000509  
2) SSN: Your SSN (No Dashes)  
3) Check "Certification for Fee Exemption - Government Only"

Personal information (Page 3)  
1) Name of Fee Exempt Institution: Contra Costa Regional Med. Center  
2) Certifying official: Samir Shah, MD  
3) Certifying Official Title: Chief Medical Officer  
4) Certifying Official Phone Number: [(925) 370-5115](tel:%28925%29%20370-5115)  
5) Check "I have read the above, and agree"

 -apply as an individual practitioner  
-check box all the schedule meds

SUMMARY

You can do it!  It is a lot of busy paperwork, but so satisfying once you can sign your own prescriptions.

Here is a common timeframe (+/- a few months) to get your license at the beginning of your second year:

**December**: Submit step 3 application.  
**February**: Take step 3.  
**April**: Submit finalized application for license (i.e., start this process well before April mainly to give your medical school time to get the stuff in!)  
**July 21st**: Receive your license!  
Once you get your license: Apply for DEA and NPI

After you have everything, bring the originals to Credentialing in the Medical Staff office to get scanned into Epic and have her e-mail a copy to Tami so it is on file for our various activities (including CHO second year) and she can get you a stamp! (or bring everything to Tami and she will get it to the Med Staff office). CONGRATS AND GOOD LUCK! *Leah*